

Offer Letter**18th May 2022****Hyderabad**

Dear Karthik Shankar Polani,
Welcome to Transcell Biolife!

We are pleased to offer you as **Process Assistant** in our organization based in **Hyderabad, Telangana**. You will be entitled to a remuneration of **Rs. 1,80,000 (One Lakh Eighty Thousand Rupees only)** per annum, which indicates Cost to Company (CTC). You will be on probation for a period of three months and your probationary period will be extended if your performance, professional and personal integrity is found to be satisfactory. You will be reporting directly to **Mr. Thirupathi Reddy Uradi**.

Your key responsibilities will be as follows:

- Laboratory based Standard Operating Procedures implementation as required by the projects
- Support in Technical aspects of the projects.

Please confirm your acceptance of this offer letter by 25th of May 2022 to send you the detailed appointment letter.

Sincerely



G. Leela Krishna

Chief Operations Officer.

Letter of Appointment

May 23rd, 2022
Hyderabad

Dear Karthik Shankar Polani

Welcome to Transcell Biolife!

We are pleased to appoint you in our organization based in **Hyderabad** and designated as a **Process Assistant**. Your date of joining will be **June 01st, 2022**.

You will be entitled to a remuneration of **Rs. 2,16,000 (Two Lakh Sixteen Thousand Rupees Only)** per annum, which indicates Cost to Company (CTC). Please go through the details in the enclosures with this letter.

You will be on a probation period of three months. Regular performance review will be conducted during the probationary period to assess your performance. Your continued employment at Transcell Biolife is dependent on your successful completion of the probationary period. You have to give one month notice if you are planning to leave the company.

During the probationary period, company reserves the right to terminate your services without any prior notice. If the performance, professional and personal integrity are not up to the mark or to the satisfaction of the organization, you will be asked to leave the organization immediately. No salary will also be paid if such be the case.



Good performance will always be encouraged. Your performance will be reviewed after 3 months and if in case of a good performance from you that is to the satisfaction of the organization and the management, your manager can recommend for confirmation of the services well before the six months of the stated probationary period.

Do confirm your acceptance of the terms and conditions and that you would be joining Transcell Biolife on the mentioned date.

Submit the following documents on the date of joining the organization:

1. Passport size personal photograph – 2
2. Photocopy of your highest academic qualification – A Provisional.
3. Photocopy of residential address proof.
4. Photocopy of your Permanent Account Number (PAN) card.
5. Photocopy of the latest salary slip of the previous organization.
6. Photocopy of the relieving letters from all the previous organizations worked for.

You will report to **U. Thirupathi Reddy**

We wish you a very successful career at Transcell.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. Leela Krishna', is written over a circular blue ink stamp. The stamp contains the text 'TRANSCCELL BIOLIFE PVT. LTD.' around the perimeter and 'Hyderabad' in the center, with a small star at the bottom.

G. Leela Krishna

Chief Operations Officer

Annexure A

Salary Structure		
Name : Karthik Shankar Polani		
Designation : Process Assistant		
Salary Components	Annual	Monthly
Basic	108000	9000
HRA	34560	2880
Conveyance	73440	6120
Total CTC	216000	18000

** Please note

1. All taxes whichever are applicable would be deducted as per law like Professional Tax, Income Tax etc.,

Your salary mentioned is strictly confidential





Account Name : Mr. KARTHIK P S
Address : NO 4/505 MMDA COLONY EAST ROAD
NEAR KK RENT HOSPITAL
MADURAVOYAL,CHENNAI-600095-600095
Chennai
Date : 5 Jan 2024
Account Number : 00000031790755960
Account Description : SBCHQ-YUV-PUB IND-NONRURAL-INR
Branch : PARK TOWN
Drawing Power : 0.00
Interest Rate(% p.a.) : 2.7
MOD Balance : 0.00
CIF No. : 86057836711
IFS Code :SBIN0001856
(Indian Financial System)
MICR Code : 600002037
(Magnetic Ink Character Recognition)
Nomination Registered : Yes
Balance as on 1 Apr 2022 : 1,15,530.11

Account Statement from 1 Apr 2022 to 31 Aug 2022

Txn Date	Value Date	Description	Ref No./Cheque No.	Debit	Credit	Balance
4 May 2022	4 May 2022	BY TRANSFER-INB IMPS212420153345/00000000 00/XX4923/-	MAE00010514207 8 MAE00010514207 8		1.00	1,15,531.11
25 Jun 2022	25 Jun 2022	CREDIT INTEREST--			786.00	1,16,317.11
7 Jul 2022	7 Jul 2022	BY CLEARING / CHEQUE-UBI 500026017-267631 500002487 -267631	267631		17,850.00	1,34,167.11
3 Aug 2022	3 Aug 2022	BY CLEARING / CHEQUE-UBI 500026017-252923 500002487 -252923	252923		7,548.00	1,41,715.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222306659606LEGE ND SARAVANA CHENNAI-		295.00		1,41,420.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222306665157LEGE ND SARAVANA CHENNAI-		438.00		1,40,982.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222306714745LEGE ND SARAVANA CHENNAI-		2,333.00		1,38,649.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222307725664LEGE ND SARAVANA CHENNAI-		190.00		1,38,459.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222309953603SANT HOSH SUPER MARKET CHENNAI-		921.00		1,37,538.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222309969894SANT HOSH SUPER MARKET CHENNAI-		202.00		1,37,336.11
11 Aug 2022	11 Aug 2022	by debit card- OTHPOS222309189885NEXG EN LOGISTICS PRI CHENNAI -		15,470.00		1,21,866.11

Txn Date	Value Date	Description	Ref No./Cheque No.	Debit	Credit	Balance
16 Aug 2022	16 Aug 2022	ATM WDL-ATM CASH 22281 ++MADURVOYLCHN CHENNAI-		500.00		1,21,366.11
18 Aug 2022	18 Aug 2022	by debit card- OTHPOS223006763636SRS PROVISION CHENNAI-		1,973.00		1,19,393.11
19 Aug 2022	19 Aug 2022	ATM WDL-ATM CASH 22311 +OLD NO 21 NEW NO36 GRRCHENNAI-		3,000.00		1,16,393.11
22 Aug 2022	22 Aug 2022	by debit card-OTHPG 223415486161AMAZON MUMBAI-		742.00		1,15,651.11
23 Aug 2022	23 Aug 2022	by debit card-OTHPG 223515494528AMAZON MUMBAI-		758.00		1,14,893.11
25 Aug 2022	25 Aug 2022	TO TRANSFER-INB IMPS/P2A/223712519936/XXX XXXX444CITI-	IMPS0021030332 0MOAGPGYFF8 TRANSFER T	25,000.00		89,893.11
25 Aug 2022	25 Aug 2022	TO TRANSFER-INB PayU Payments Private Lim-	15733157218IGA OEMBAM5 TRANSFER TO 45	4,582.00		85,311.11
25 Aug 2022	25 Aug 2022	TO TRANSFER-INB PayU Payments Private Lim-	15734353222IGA OENBXA3 TRANSFER TO 45	330.00		84,981.11
25 Aug 2022	25 Aug 2022	by debit card-OTHPG 223716712856AMAZON MUMBAI-		758.00		84,223.11
27 Aug 2022	27 Aug 2022	by debit card- OTHPOS223909490381KUN HYUNDAI CHENNAI-		1,413.00		82,810.11
28 Aug 2022	28 Aug 2022	by debit card- OTHPOS224001532294RAMA KRISHNA SERVICE STTIRUVALLUR-		1,900.00		80,910.11
29 Aug 2022	29 Aug 2022	by debit card-OTHPG 224003936663NETFLIX 2240920005-		199.00		80,711.11
30 Aug 2022	30 Aug 2022	by debit card- OTHPOS224211799660NEXG EN LOGISTICS PRI CHENNAI -		9,281.00		71,430.11

Please do not share your ATM, Debit/Credit card number, PIN (Personal Identification Number) and OTP (One Time Password) with anyone over mail, SMS, phone call or any other media. Bank never asks for such information.

**This is a computer generated statement and does not require a signature.